

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

KAMPALA UGANDA

2. AGENCY

U.S. DEPARTMENT OF TREASURY

3a. POSITION NO.

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☒ No

4. REASON FOR SUBMISSION

- ☐ a. Reclassification of duties: This position replaces
Position No. N/A , _____ (Title) _____ (Series) _____ (Grade)
- ☒ b. New Position
- ☐ c. Other (explain) N/A

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority

PROJECT ASSISTANT

8

b. Other

c. Proposed by Initiating Office

6. POST TITLE POSITION (if different from official title)

Project Assistant

7. NAME OF EMPLOYEE

Vacant

8. OFFICE/SECTION

U.S. Department of Treasury

a. First Subdivision

Office of Technical Assistance

b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

Vacant

10. This is a complete and accurate description of the duties and responsibilities of this position.

N/A

Typed Name and Signature of Employee

Date(mm-dd-yy)

Typed Name and Signature of Local Supervisor

Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

Anne L. Schwartz
(Resident Advisor)

Typed Name and Signature of American Supervisor

Date(mm-dd-yy)

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

John Klimowski
(Human Resources Officer)

Typed Name and Signature of Human Resources Officer

Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Serves as an Assistant to the U.S. Treasury Resident Advisor to the Ministry of Finance, Planning and Economic Development (MFPED) in Kampala Uganda and will be responsible for the following; conduct research and provide analyzed data collected from various sources with regards to debt, budget, policies and other regulation; prepare working drafts and briefing papers on complex and legal material; position is responsible for the day to day administrative aspect of maintaining files, reference materials and establishing and maintaining communication links with private and public contacts.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

1. Conducts research and provides the Resident Advisor (RA) with summaries/analysis of data

collected from the Government a/o other sources with regards to debt, budget, economic and statistical data and policies and regulations related to the issuance and management of debt by the MFPED. Does research related to investment of government funds, cash management, loans, capital projects and other laws and regulations. (35%)

2. Prepares working drafts of a variety of complex financial and legal material in narrative and tabular material with a high degree of accuracy. This includes legal and contractual documents, memoranda, correspondence, charts, excel spreadsheets, statistical tables and PowerPoint presentations. (30%)
3. Prepares drafts of briefing papers, official correspondence, and a variety of special and routine reports. (15 %).
4. Establishes and maintains files, records and reference materials of the office. Retrieves file information and references as required by RA. Establish communication links with private and public sources for appropriate reference materials to support project objectives. (10%)
5. Performs a variety of administrative duties, including but not limited to: screening visitors and telephone calls to the RA; maintaining his/her calendar, scheduling appointments with officials at all levels of the public and private sector including an appropriate follow up procedure, as necessary; arranging conferences; reviewing outgoing correspondence, reports. (10%)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Completion of a bachelor's degree in economics, commerce, finance, math, statistics, accounting, business studies or business administration is required.

b. Prior Work Experience

Four years progressive experience in a major public or private financial institution with responsibilities that include research and analysis of debt management, banking or finance issues; scheduling and coordination of public contact activities (meetings seminars, training and conferences); and demonstrated proficiency in verbal, written communication and presentation skills of complex detailed financial information material. One additional year of experience working with government officials, management and staff within the MFPED, the Bank of Uganda (BOU), and/or local offices of the international finance community (World Bank, ADB, IMF, USAID, EU) and/or commercial banks is also required.

c. Post Entry Training

N/A

d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level IV (fluent) in written and oral English and level III (good working knowledge) of Luganda, Lusoga, Lunyankore and/or Alur/Acholi is required.

e. Knowledge

Understanding of lending and investment concepts related to the banking or financial sector is required. Must have knowledge in contracting, law and policy related to debt and lending. Ability to comprehend complex legal, technical, financial and economic documents. Must be conversant in

finance and accounting principles including NPV, IRR and good working knowledge of legal and financial analysis processes.

f. Skills and Abilities

Must have good analytical skills as well as proficiency in managing administrative procedures; Strong interpersonal skills with ability to work within structure of government agency; Computer qualifications in MS Word, MS Excel, Microsoft Power Point, internet research and MS Outlook is required. Ability to communicate effectively with all officials in US Treasury, MFPED and other international agencies is required.

16. POSITION ELEMENTS

a. Supervision Received

The incumbent works under direct supervision of RA and reports for pay and administrative purposes through the U.S. Embassy. Assistant will also conduct daily tasks with relative independence and act as primary US Treasury contact during any absence of RA.

b. Available Guidelines

Will conduct affairs under established operational guidelines of Treasury OTA office. Must be aware of and follow relevant guidelines of US Embassy where applicable.

c. Exercise of Judgment

Allocates own time. Make decisions in accordance with verbal or written directions from RA, or the US Embassy. Decides content of memorandum and reports for which responsible. Handles incoming visitors, meetings and telephone calls. Time allocation and work organisation is extremely important, especially when RA is not present.

d. Authority to Make Commitments

All authority to make commitments is subject either to approval from the U.S. Treasury office in D.C. or to approval from RA.

e. Nature, Level and Purpose of Contacts

The incumbent contacts directly the working level, management, and (as needed) executive-level people in various government offices within the country including but not limited to MFPED, the Bank of Uganda (BOU), and/or local offices of the international finance community (World Bank, ADB, IMF, USAID, EU) and commercial banks. Routine contact is required for managing activities such as meetings, seminars, and conferences, research, follow up on pending actions and other commitments. Daily contact will be at the mid level including positions like administrative assistants, personal secretaries, commissioners and mid managers.

f. Supervision Exercised

N/A

g. Time Required to Perform Full Range of Duties after Entry into the Position

52 weeks.